

Levels of Support for Financial Statements

The following documents the two levels of support that the NBC can provide clients for the preparation of their audited financial statements.

Level 1 – Application Hosting

Under this arrangement the NBC would host the Hyperion Enterprise application for external clients. This arrangement would also constitute a shared-effort with client personnel to prepare the annual financial statements. Clients would be responsible for preparing their financial statements including:

- Extracting data from their accounting system
- Ensuring that data loaded to Hyperion is current and precise
- Loading data into Hyperion Enterprise
- Recommending and requesting changes to the chart of accounts
- Recommending and requesting changes to the entity structure
- Recommending and requesting changes to the formulas module
- Recommending and requesting user access
- Writing statements and reports in Hyperion Reporting
- Generating and maintain Retrieve spreadsheets
- Preparing all required supplementary information
- Consolidating data when needed
- Entering journal entries
- Conducting analytics
- Working with financial statement auditors
- Preparing all footnotes to the financial statements
- Preparing the organization's accountability report

The NBC will provide:

- Assistance with data loads
- Modifying the chart of accounts
- Modifying the entity structure
- Modifying the formulas
- Maintaining the application security
- Maintaining system security
- Maintaining the data integrity (trial balance, organizational balances)
- Demonstrating the system to financial statement auditors
- Submission of FACTS I data to Treasury
- Server maintenance
- 24 x 7 access to the suite of applications via Citrix

- Access to the suite from any place, any platform, and at any time
- Secure data center
- All Microsoft and Citrix licensing
- All server and networking hardware
- Network-based anti-virus detection
- System backups and recoveries
- Maintaining help desk operations for Citrix and Hyperion
- Training, if requested

Level 2 – Application Hosting with Financial Statement Preparation

Under this arrangement, the NBC will perform all tasks involved with hosting client's Hyperion Enterprise applications in addition to producing the annual financial statements.

The NBC tasks involve the following:

- Assisting clients with extracting data from their accounting system
- Working with clients to ensure that data loaded to Hyperion is current and precise
- Loading data into Hyperion Enterprise on a quarterly basis
- Managing changes to the chart of accounts
- Managing changes to the entity structure
- Managing changes to the formulas module
- Managing user access
- Preparing statements and reports in Hyperion Reporting on a quarterly basis
- Generating and maintain Retrieve spreadsheets
- Preparing all footnote data to the financial statements (not the text)
- Preparing any required supplementary information
- Consolidating data when needed
- Entering journal entries
- Conducting analytics
- Working with financial statement auditors
- Demonstrating the system to financial statement auditors
- Submission of FACTS I data to Treasury
- Server maintenance
- 24 x 7 access to the suite of applications via Citrix
- Access to the suite from any place, any platform, and at any time
- Secure data center
- Maintaining help desk operations for Citrix and Hyperion
- All Microsoft and Citrix licensing
- All server and networking hardware
- Network-based anti-virus detection
- System backups and recoveries
- Training, if requested
- Providing input to the organization's accountability report